DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 5230.1A
PERS-51
2 5 JAN 2011

NAVPERSCOM INSTRUCTION 5230.1A

From: Commander, Navy Personnel Command

Subj: TOTAL WORKFORCE MANAGEMENT SERVICES

Ref: (a) CNICINST 5230.1
       (b) SECNAVINST 5211.5E

Encl: (1) TWMS Data Feed Sources
       (2) TWMS Access Responsibility List

1. Purpose. To implement Total Workforce Management Services (TWMS) application as the primary total force manpower tool to manage personnel, billets and total workforce resources at Navy Personnel Command (NAVPERSCOM), including the following unit identification codes (UICs) 62980, 00022, 55882, 39329, 60128, and 43398.

2. Cancellation. NAVPERSCOMINST 5230.1.

3. Policy. TWMS is the NAVPERSCOM source for total workforce information, to include (but not limited to): mustering/ emergency mustering, Individual Augmentation tracking, training, civilian critical skills entry, etc. All NAVPERSCOM military and civilian personnel are responsible and accountable for their role in the application as outlined in this instruction. Per reference (a), Commander, Navy Installations Command (CNIC) is the owner of the TWMS application, therefore, NAVPERSCOM will implement TWMS based on the guidelines contained within ref (a). TWMS is a dynamic system that will continue to evolve and expand to incorporate additional database sources as necessary and or available.

4. Discussion. As outlined in enclosure (1), the following data feeds from the indicated programs of record populate the TWMS database:

    a. Personnel. TWMS extracts and summarizes data from all authoritative programs of record into a single repository. Current systems are: Navy Standard Integrated Personnel System for military personnel, the Defense Civilian Personnel Data

System for appropriated fund personnel, and Systems Applications and Programs - Human Resources for non-appropriated fund personnel.

b. Billet data. Information is downloaded from Total Force Manpower Management System (TFMMS). All military and civilian billets/positions are updated monthly and the history of each billet will be maintained in TWMS. Billet identification numbers are assigned to personnel records by the manpower office.

c. Financial Management. Labor expenditure information is derived from data feeds received from the Defense Finance and Accounting Service.

5. Program Manager. NAVPERSCOM, Human Resources Services Division (PERS-51) is the Functional Program Manager for TWMS. NAVPERSCOM, Business Advisory Services Division (PERS-55) is the Operational Manager and is responsible for submitting all NAVPERSCOM requests for TWMS modification to the CNIC Cross Functional Team. NAVPERSCOM (PERS-55) will hold quarterly meetings with system administrators and division directors or their designated representatives to discuss any changes to current functionality and any new functionality requirements. New functionality issues approved by NAVPERSCOM, Business Operations and Comptroller Department (PERS-5), will be submitted in a functional requirements document to CNIC. Problematic functionality should be addressed via the CNIC Help Desk and tracked by NAVPERSCOM (PERS-55).

6. Procedure. The following policies and procedures will be used to maintain the information within TWMS, request access, and recommend changes to the functionality.

a. Every military member, civilian employee and contractor assigned to UIC's 62980, 00022, 55882, 39329, 60128, and 43398 must have a record maintained in TWMS. The system is to be monitored to ensure that military and civilian files are received from the programs of record, and corrective action taken when necessary.

b. Personnel requiring access to information other than their own self-service record are required to complete and submit the online account application located on the TWMS home

page at https://twms.nmci.navy.mil. The application will be automatically forwarded to the appropriate access point of contact. The CNIC Help Desk will enable the access level once the request is approved by NAVPERSCOM (PERS-51). A description of account access levels can be found on the TWMS home-page. Non-NAVPERSCOM personnel having NAVPERSCOM duties, and an official need to view NAVPERSCOM data and records, will be considered for access on a case by case basis.

    c. Civilian and Military Personnel. When personnel are reassigned within the same UIC, NAVPERSCOM (PERS-514), shall ensure that the appropriate field(s) is/are updated. Department heads or their designated representative shall notify NAVPERSCOM, Military Support Office (PERS-514), which is responsible for updating the assigned organization code fields for all personnel with the exception of contractors.

    d. Contractor Personnel. The NAVPERSCOM, Security Branch (PERS-534), is responsible for the entering, updating, and removal/deletion of contract personnel from TWMS. Contractor personnel are not required to muster via TWMS.
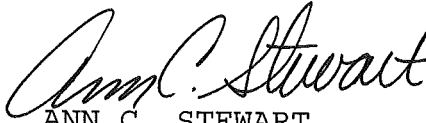
7. Training. Training support for TWMS consists of documentation (user guides, modules, and frequently asked questions (FAQs)), video teleconferencing-style training using Defense Connect Online (DCO) (overviews and demonstrations) and instructor-led training (hands-on training and demonstrations). The TWMS User Guides, modules, and FAQs are available on the TWMS Login Screen. DCO and instructor-led training may be arranged through NAVPERSCOM, Workforce Development and Training Branch (PERS-531). TWMS training is recommended for all manpower and administrative personnel. Privacy Act training is required for all personnel with access to TWMS (other than self service).

8. Action/Responsibilities. Prior to gaining access to TWMS, (other than self service) all civilian and military personnel shall review enclosure (2) which identifies action offices and responsibilities for TWMS. All employees who have been issued a common access card may obtain access to TWMS Self Service at: https://twms.nmci.navy.mil/selfservice. All military and civilian personnel shall review their personal recall information periodically and update the information as

necessary. All military personnel are required to complete and update the individual augmentee prescreening form within 30 days of reporting aboard to Bureau of Naval Personnel Millington/NAVPERSCOM.

9. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.
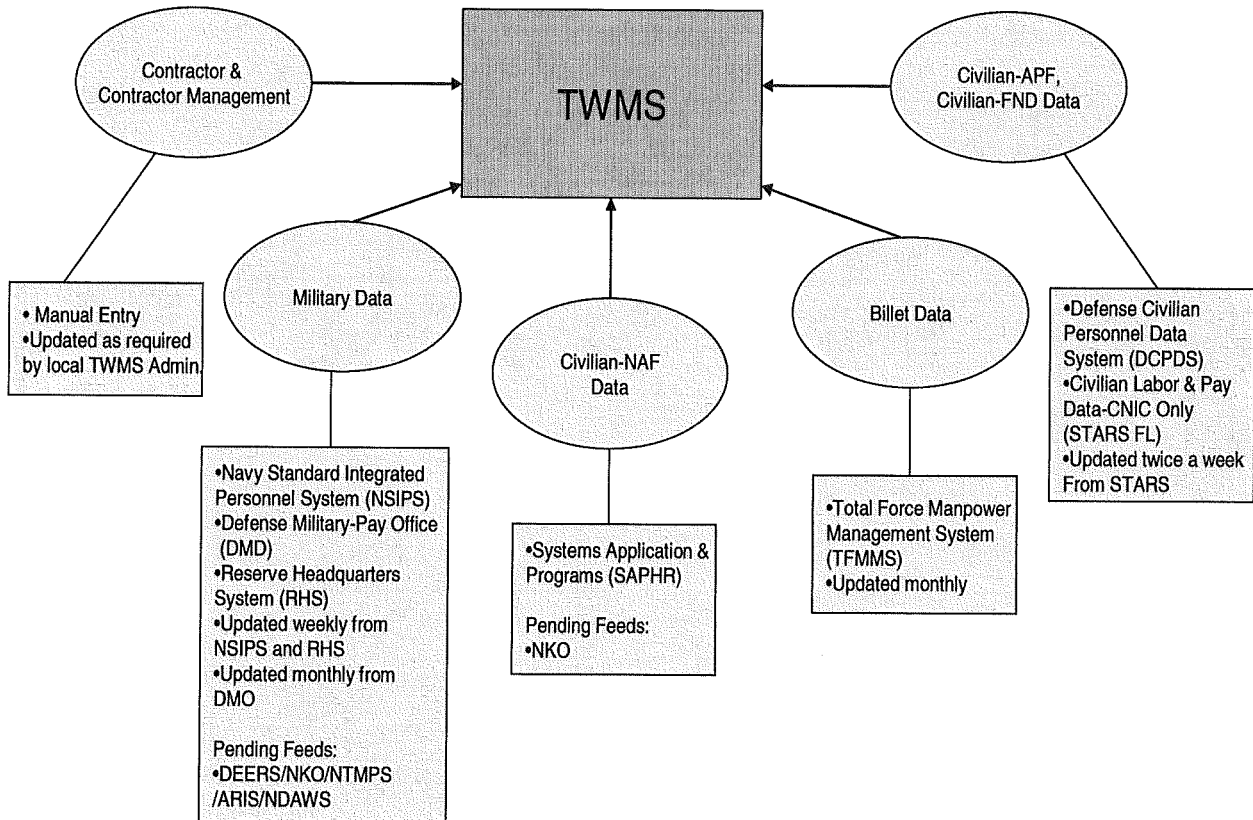
10. <u>Penalties</u>. Data stored in TWMS is for official use only and is subject to protection under reference (b). Any misuse or unauthorized disclosure of personally identifiable information (PII) may result in civil or criminal penalties. Any unauthorized access or misrepresentation of position to gain access, distribute or share PII may result in discipline up to and including removal for civilians. For military personnel, any unauthorized access or misrepresentation of position to gain access, distribute or share PII may result in disciplinary action under the Uniform Code of Military Justice, article 92, and or administrative action.

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Distribution:
Electronic only, via NAVPERSCOM Web site
http://www.npc.navy.mil/

TWMS DATA FEED SOURCES

Data Feeds

Contractor & Contractor Management

TWMS

Civilian-APF, Civilian-FND Data

Military Data

Civilian-NAF Data

Billet Data

- Manual Entry
- Updated as required by local TWMS Admin.

- Navy Standard Integrated Personnel System (NSIPS)
- Defense Military-Pay Office (DMD)
- Reserve Headquarters System (RHS)
- Updated weekly from NSIPS and RHS
- Updated monthly from DMO

Pending Feeds:
- DEERS/NKO/NTMPS /ARIS/NDAWS

- Systems Application & Programs (SAPHR)

Pending Feeds:
- NKO

- Total Force Manpower Management System (TFMMS)
- Updated monthly

- Defense Civilian Personnel Data System (DCPDS)
- Civilian Labor & Pay Data-CNIC Only (STARS FL)
- Updated twice a week From STARS

TWMS ACCESS RESPONSIBILITY LIST

Action Office	Responsibilities
NAVPERSCOM, Operational Manager (PERS-55)	• Attend CNIC quarterly meetings via DCO or phone conference, submit quarterly command requirements for CNIC quarterly review, stay abreast of new functionality and passes information to command administrators/ training team. • Directly responsible to NAVPERSCOM (PERS-5) to monitor proper operation of TWMS. • Facilitate TWMS training session for high level users (on an as needed basis).
NAVPERSCOM, TWMS Functional Program Manager (PERS-51)/ System Administration and Command Muster Coordinator (PERS-514)	• Work closely with NAVPERSCOM (PERS-5C) to ensure TWMS is meeting NAVPERSCOM needs and stay abreast of new functionality. • Provide feedback to NAVPERSCOM (PERS-5C) concerning facilitation of TWMS training session for novice users (via indoctrination or monthly basis). • Ensure command personnel have proper access level. • Monitor military orders and enter prospective military and civilian personnel gains and losses into TWMS, with the exception of contractor personnel. Assign organizational code to gains.
NAVPERSCOM, Manpower (PERS-512) in coordination with NAVPERSCOM, Human Resource (PERS-513)	• Monitor TWMS for new billets and assign them to a program. • Maintain activity manning document for military and civilian employees, so that allows TWMS to reflect the most current billet information.

TWMS ACCESS RESPONSIBILITY LIST (CONT'D)

Action Office	Responsibilities
NAVPERSCOM, Manpower (PERS-512) in coordination with NAVPERSCOM, Human Resource (PERS-513)	• Monitor unassigned military and civilian listing and ensure each person is assigned to a program and a billet if one is available. • Maintain strategic/competitive sourcing data in TWMS for each billet. • Enter deployment information for military personnel deployed temporary additional duty or on military exercises. • Validate TWMS data with other source databases bi-monthly to ensure accuracy of billet and personnel information. • Separate civilian employees upon transfer to reflect the date of transfer under the separate employee function on the general information page.
NAVPERSCOM, Security Manager (PERS-534)	• Validate investigation and security clearance eligibility information through Joint Personnel Adjudication System (JPAS) • Responsible for the entering, updating, and removal/deletion of contractor personnel information in TWMS.
NAVPERSCOM, Workforce Development and Training (PERS-531)	• Conduct end user and advance user TWMS training with newly assigned personnel via DCO or classroom Enter all completed local training courses in TWMS training module.

Enclosure (2)

TWMS ACCESS RESPONSIBILITY LIST (CONT'D)

Action Office	Responsibilities
Muster Coordinators (All Codes)	• Ensure personnel assigned to their organization code muster on a daily basis. • Verify personnel changes are reflected accurately. • Submit muster report per NAVPERSCOM ADMINMAN article 0110-220.
Military and Civilian Personnel	• At the Self Service page: https://twms.nmci.navy.mil/selfservice enter Personal Recall, Next of Kin and Local Emergency Point of Contact data under Personal Information page. • Self-muster on a daily basis. • For Civilians: Periodically review personal information to ensure accuracy as reflected on the General Information Screen and or the most recent SF-50 Notification of Personnel Action, available on the Work History Screen. Coordinate requested changes with NAVPERSCOM (PERS-51). • Contact CNIC Help Desk for any trouble calls.